


<b>INVITATION TO BID</b>  STATE OF LOUISIANA LA DEPT OF PUBLIC SAFETY & CORRECT HQ-PURCHASING		BIDS WILL BE PUBLICLY OPENED:  <div style="text-align: right; font-size: 1.2em; font-weight: bold;">             JUN 14, 2011    02:00 PM           </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>VENDOR NO. :</b>  <b>SOLICITATION :</b> 2245118  <b>FILE NO. :</b>  <b>OPENING DATE :</b> 06/14/11         </div> <div style="border: 1px solid black; height: 80px; margin-bottom: 10px;"> <b>VENDOR NAME AND ADDRESS</b> </div> <div style="text-align: center; font-weight: bold; font-size: 1.1em;">       FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.     </div>		<b>PURCHASING AGENCY NO. :</b> 400PUR  <b>SEE NO. 8 BELOW. RETURN BID TO</b> <div style="text-align: right;">02:00 PM</div> <div style="margin-top: 10px;">       2245118                      06/14/11     </div> <div style="margin-top: 10px;"> <b>HQ-PURCHASING          PURCHASING/CORRECTIONS SERVICES          P.O. BOX 94304          504 MAYFLOWER STREET          BATON ROUGE, LA 70804-9304</b> </div> <div style="margin-top: 10px;"> <b>BUYER :</b> DENISE CAZES, CPPB  <b>BUYER PHONE :</b> (225) 342-6580  <b>DATE ISSUED :</b> 06/07/11  <b>REQ. AGENCY :</b> 402000                      FOLD HERE--&gt;  <div style="text-align: right; font-weight: bold;">LOUISIANA STATE PENITENTIARY</div> <b>AGENCY REQ. NO. :</b> 402-20043  <b>ISIS REQ. NO. :</b> 1338751  <b>VENDOR PHONE :</b>  <b>FISCAL YEAR :</b> 12  <b>CLASS/SUBCLASS :</b> 96172  <b>SCHEDULED BEGIN DATE :</b> 00/00/00  <b>SCHEDULED END DATE :</b> 00/00/00  <b>T-NUMBER :</b> </div>
TRANSCRIPTIONIST CONTRACT - LSP **FAX BID**    FAX #(225) 342-6593		
<div style="text-align: center; font-weight: bold; font-size: 0.9em;">TO BE COMPLETED BY VENDOR</div> <ol style="list-style-type: none"> <li>1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.</li> <li>2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.</li> <li>3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.</li> <li>4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.</li> <li>5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).</li> </ol>		
<div style="text-align: center; font-weight: bold; font-size: 0.9em;">INSTRUCTIONS TO BIDDERS</div> <ol style="list-style-type: none"> <li>1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.</li> <li>2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.</li> <li>3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span></li> <li>4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.</li> <li>5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____.</li> <li>6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID.</li> <li>7. DESIRED DELIVERY: _____ 010DAYS ARO _____</li> <li>8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.</li> <li>9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.</li> <li>10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.</li> </ol>		
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>	<b>TITLE</b>	<b>DATE</b>
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>	<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>	

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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:</p> <ul style="list-style-type: none"><li>A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;</li><li>B. BID FILLED OUT IN PENCIL; AND</li><li>C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</li></ul> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p>			

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<p>*****</p> <p>30. SIGNATURE AUTHORITY ATTENTION: R.S. 39:1594(C)(4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.</p> <p>PLEASE CIRCLE ONE:</p> <p>1. THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP RECORD MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.</p> <p>2. THE SIGNER OF THE BID IS A REPRESENTATIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY THE CORPORATE RESOLUTION OR CERTIFICATION AS TO CORPORATE PRINCIPAL. IF THIS APPLIES A COPY OF THE RESOLUTION OR CERTIFICATION MUST BE ATTACHED HERETO.</p> <p>3. THE BIDDER HAS FILED WITH THE SECRETARY OF STATE AN AFFIDAVIT OR RESOLUTION OR OTHER ACKNOWLEDGED/AUTHENTIC DOCUMENT INDICATING THAT THE SIGNER IS AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. A COPY OF THE APPLICABLE DOCUMENT MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.</p> <p>4. THE SIGNER OF THE BID HAS BEEN DESIGNATED BY THE BIDDER AS AUTHORIZED TO SUBMIT BIDS ON THE BIDDER'S VENDOR REGISTRATION ON FILE WITH THIS OFFICE.</p> <p>*****</p> <p>31. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39:2182, IN AWARDING CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF THIS TITLE, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF THIS TITLE.</p> <p>*****</p>			

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<p>1 CANCELLATION          THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.</p> <p>2 AT THE OPTION OF THE LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. CONTRACT MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p> <p>3 VENDOR SECURITY CLEARANCE PROCESS: ANY VENDOR OR VENDOR PERSONNEL VISITING OR WORKING IN AN INSTITUTION IS REQUIRED TO RECEIVE SECURITY CLEARANCE PRIOR TO ENTERING THE INSTITUTION GROUNDS. VENDOR MUST FURNISH THE FULL NAME, DRIVER'S LICENSE NUMBER, SOCIAL SECURITY NUMBER, DATE OF BIRTH, RACE AND SEX OF EACH EMPLOYEE WHO WILL BE ENTERING THE COMPOUND. THIS INFORMATION MUST BE FURNISHED IN WRITING TO THE SITE VISIT COORDINATOR PRIOR TO COMMENCING WORK ON THE AWARDED PROJECT. A CRIMINAL BACKGROUND CHECK WILL BE CONDUCTED ON EACH EMPLOYEE, AND UPON ARRIVAL, ID CARDS WILL BE ISSUED TO EACH EMPLOYEE. NO VENDOR PERSONNEL WILL BE ALLOWED TO WORK ON THE INSTITUTION GROUNDS UNTIL THE ABOVE CLEARANCE APPROVAL PROCESS IS COMPLETED. THE SUCCESSFUL VENDOR IS ALSO REQUIRED TO PROVIDE A WRITTEN INVENTORY OF TOOLS, VEHICLES AND/OR TRAILERS PRIOR TO ENTERING THE INSTITUTION GROUNDS.</p> <p>4 PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C. 34: I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT A SELF-ADDRESSED STAMPED ENVELOPE OR EMAIL ADDRESS REQUESTING THIS INFORMATION. VENDORS MAY ALSO VIEW AWARD INFORMATION ONLINE AT: <a href="http://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP">HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP</a></p> <p>5 PRISON RAPE ELIMINATION ACT           IN ACCORDANCE WITH DPS&amp;C DEPARTMENT REGULATION NO. C-01-022 "SEXUAL ASSAULT AND SEXUAL MISCONDUCT", THE VENDOR AGREES TO REPORT ALLEGATIONS OF SEXUAL MISCONDUCT, RESPOND TO INVESTIGATION INQUIRIES AND PARTICIPATE IN TRAINING AS DIRECTED BY THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS. THE SEXUAL ASSAULT AND SEXUAL MISCONDUCT WITH INMATES ACKNOWLEDGEMENT FORM AND THE LOUISIANA CRIMINAL CODE: LA. R.S. 14:134 MALFEASANCE IN OFFICE FORM WILL BE SIGNED BY THE VENDOR AND KEPT ON FILE AT THE FACILITY. SHOULD THE REGULATION BE MODIFIED OR AMENDED, THE VENDOR WILL BE NOTIFIED AND SHALL COMPLY WITH THE REGULATION AS MODIFIED OR AMENDED</p> <p>6 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEXT FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.</p> <p>7 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.</p>			

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<div><div></div><div></div><div></div></div> <div>8</div> <div>THIS CONTRACT SHALL BE EFFECTIVE FOR THE PERIOD BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012.</div>			

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00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO:            LOUISIANA STATE PENITENTIARY            LSP - CENTRAL SUPPLY            GENERAL DELIVERY            CENTRAL SUPPLY            ANGOLA , LA 70712</p> <p>COMMODITY CODE: 961-72-000000</p> <p>*****            YOUR RESPONSE TO THIS SOLICITATION MAY            BE SUBMITTED BY FAX TO (225) 342-6593.            THE BID MUST BE SIGNED &amp; RECEIVED PRIOR            TO THE BID OPENING DATE &amp; TIME.            *****</p> <p>TO ESTABLISH A CONTRACT TO PROVIDE            PROFESSIONAL MEDICAL TRANSCRIPTIONIST            SERVICES OFF-SITE.</p> <p>FOR A PERIOD BEGINNING JULY 1, 2011            THROUGH JUNE 30, 2012.</p> <p>65 CHARACTERS PER LINE.</p> <p>CONTRACT OBJECTIVES:            LOUISIANA STATE PENITENTIARY (LSP) IS            EQUIPPED WITH DIGITAL VOICE DICTATION            SYSTEM-DIGITAL VOICE SERIES VP-1000,            VOICE POWER 2000. IT WILL BE REQUIRED            BY THE PROVIDER TO USE THE CURRENT            LISTED EQUIPMENT FURNISHED BY LSP.            ACCESS TO LSP DICTATION SYSTEM VIA            REMOTE LINK FOR DOWNLOAD OF VOICES FILES            FOR TRANSCRIPTION PURPOSES. UNDER            NORMAL CIRCUMSTANCES PROVIDER WILL NEED            TO GUARANTEE TURNAROUND TIME WITHIN 24            HOURS. DELAY IN TURNAROUND OR DELIVERY            TIMES WILL BE LIMITED TO FLOOD,            ELECTRICAL OR MECHANICAL BREAKDOWNS,            WAR, REVOLUTION, CIVIL DISTURBANCE,            RIOTS OR SHORTAGE OF UTILITIES. ALL            WORK PRODUCED BY PROVIDER SHALL BE            TRANSCRIBED AND PROOFREAD AND PLACED IN            A FINAL FORM BY EXPERIENCED MEDICAL            TRANSCRIPTIONISTS. ANY ERRORS IN WORK            PERFORMED BY PROVIDER, WILL BE THE            RESPONSIBILITY OF THE PROVIDER, WILL BE            CORRECTED IN A TIMELY MANNER AND AT NO</p>	70000	LINE		

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	<p>ADDITIONAL CHARGE TO LSP. ALL LONG DISTANCE TELEPHONE CALLS FOR DOWNLOADING VOICE FILES AND MERGING COMPLETED TRANSCRIPTION FILES ARE TO BE BORNE BY THE PROVIDER. PROVIDER MUST TRANSCRIBE AND EDIT COMPLEX AND TECHNICAL MEDICAL DATA SUCH AS THAT HAS BEEN DICTATED INTO THE DIGITAL VOICE DICTATION SYSTEM BY LSP STAFF. DICTATION WILL INCLUDE OUTPATIENT CLINIC NOTES, RADIOLOGY, MINOR SURGERY, ORTHOPEDICS, NEUROLOGY, PHYSICAL THERAPY, UROLOGY, GENERAL MEDICINE, DENTAL CLINIC NOTES, EYE CLINIC, ENT, SURGERY CLINIC, ORAL SURGERY, DERMATOLOGY, PULMONARY, NURSING UNIT PROGRESS NOTES, DISCHARGE SUMMARIES HISTORY EXAMINATIONS, PHYSICAL EXAMINATIONS AND OTHER SPECIALTY CLINIC NOTES. HAS KNOWLEDGE OF NOMENCLATURE OF NEW PROCEDURES, TESTS, DISEASE ENTITIES AND PHARMACOLOGIC REGIMENS. MAINTAINS CONFIDENTIALITY OF PATIENT INFORMATION.</p> <p>*****</p> <p>1) VENDOR MUST BE ABLE TO UPLOAD INFORMATION FROM THE DVI DIGITAL VOICEPOWER 2000 SYSTEM. CURRENTLY THE SYSTEM USES A RE-RECORD MACRO TO SEND DATA TO THE CURRENT TRANSCRIPTON SERVICE. THERE IS NO OUTSIDE ACCESS BY OUR PHYSICIANS. ALL DATA MUST BE PASSED THROUGH THIS ONE TELEPHONE LINE DUE TO SECURITY RESTRICTIONS AT THE PRISON.</p> <p>2) DATA THAT IS RECEIVED BACK FROM THE TRANSCRIPTION SERVICE MUST BE IN A COMMA DELIMITED TEXT FORMAT THAT WILL BE PROVIDED BY LSP. EACH JOB TYPE USES A DIFFERENT DATA FORMAT. THE USER WILL ASSIGN A JOB TYPE AT THE BEGINNING OF THE DICTATION. THE DATA MUST BE AVAILABLE FOR DOWNLOAD. THE DATA WILL NEED TO BE DOWNLOADED AUTOMATICALLY DUE TO THE INPUT INTO THE CURRENT DATA SYSTEM.</p> <p>3) DATA MUST BE RETURNED WITHIN 24 HOURS INCLUDING WEEKENDS.</p> <p>*****</p> <p>MINIMUM QUALIFICATIONS: MUST HAVE THE ABILITY TO TYPE AT LEAST FORTY (40) WORDS PER MINUTE PLUS ONE</p>				



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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	<p>(1) YEAR OF EXPERIENCE OR TRAINING IN MEDICAL TRANSCRIPTION.</p> <p>SUBSTITUTIONS:            CERTIFICATION BY THE AMERICAN ASSOCIATION OF MEDICAL TRANSCRIPTION AS A CERTIFIED MEDICAL TRANSCRIPTIONIST (CMT) MAY SUBSTITUTE FOR ALL EXPERIENCE. AN ASSOCIATE DEGREE OR A BACCALAUREATE DEGREE IN MEDICAL TRANSCRIPTION OR HEALTH INFORMATION MANAGEMENT (MEDICAL RECORDS) MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE.</p> <p>MONITORING PLAN:            A WEEKLY REVIEW WILL BE DONE IN ORDER TO ASSURE COMPLIANCE OF DICTATED AND TRANSCRIBED REPORTS. MONITORING OF CONTRACT OBJECTIVES WILL BE PERFORMED BY KELLEY HAWKINS, RHIT</p> <p>CONTACT PERSON:            KELLEY HAWKINS, RHIT            LOUISIANA STATE PENITENTIARY            R.E. BARROW, JR. TREATMENT CENTER            HEALTH INFORMATION DEPARTMENT            (225) 655-4411 EXT. 2292</p>				